

Administration

Employee
Responsibilities

**Tape Recording of
Conversations**

POLICY:

- .01a The tape recording of conversations, meetings, or hearings is intended to preserve an accounting of activities or proceedings to protect the rights of all parties.

EMPLOYMENT ACTIONS:

Tape Recording

- .01b It is permissible to tape record formal meetings and hearings involving employment actions that are required in the Laboratory's grievance, disciplinary, medical termination, and reduction-in-force processes. All parties must be made aware that a proceeding is being tape recorded for the purpose noted in .01a.

Provisions

- .01c All other conversations or discussions related to employment actions may be tape recorded only under the following provisions:
- All parties have been informed of the purpose of the recording,
 - Its permissible uses,
 - Where the recording is to be maintained,
 - The right of access to the recording,
 - The Laboratory's authority to maintain records of personnel matters,
 - All parties voluntarily consent in writing, and
 - Documentation is made of the receipt of the information described above.
- NOTE:** Managers, supervisors, or employees intending to make use of the provisions as outlined in .01c must contact the Employee Relations Section of the Employee Relations Group (HRD-1) for advice and approved procedures.

.02 Deleted.

.03 Deleted. See [.01b](#).

Tape Recording of Conversations

PROHIBITED ACTS:

.04 Laboratory policy prohibits the secret tape recording of any employment- or business-related conversation, discussion, meeting, or hearing. Violations of this policy must be reported to the Personnel Security Section of the Computer and Information Security Group (OS-4).

.05 Deleted. See [.01c](#).

EXCEPTIONS:

.06 No exception may be made to this policy without the express approval of the Director or designee.

DISCIPLINE:

.07 Failure to comply with this policy may result in disciplinary action up to and including termination of employment.